



POLICY STATEMENT

Policy Statement 2012

Policy Area: Information Technology

Effective Date:

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REMOTE ACCESS POLICY

I. COVERAGE

This policy covers all permanent, temporary, and part-time employees of the Court Services and Offender Supervision Agency (CSOSA) and the Pretrial Services Agency (PSA) (hereinafter referred to collectively as the Agency), as well as interns, and contractors, and other non-Agency personnel who access the Agency's automated information systems via remote access. The term "employee" as used in this policy covers all of these categories.

II. BACKGROUND

Some Agency employees have a requirement to access resources remotely when they are away from their official duty station. OMB Circular A-130 and Presidential Decision Directive 63 requires the Information Technology organization to provide secure access to IT services. The Agency has implemented a secure remote access methodology that allows secure remote access to Agency services over the Internet.

III. POLICY

This policy outlines the guidelines and process for accessing the Agency's internal network remotely. Access will not be granted to the Agency's internal network without using the Agency's secure communication solution. All users who require remote access to the internal network must have an account for remote access.

IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS

A. Authorities

OMB Circular No. A-130 Appendix III (Security of Federal Automated Information Resources) http://www.whitehouse.gov/omb/circulars/a130/a130appendix_iii.html

B. Supersedures

None

C. Procedural References

PS 2000 Internet and Electronic Mail Use

D. Attachments

Appendix A. General Procedures

APPENDIX A

GENERAL PROCEDURES

The procedure for receiving remote access to the Agency's internal network is as follows:

- A. Fill out a Request for Computer Access Form (CSOSA/IT 0001) at <http://csosaweb/Forms/computeraccess.pdf> and check the **Remote Access (VPN)**.
- B. The completed form must be submitted to Information Technology Security (633 Indiana Avenue, 7th floor) for processing.
- C. The requestor will be advised of the status of the request. If access is approved, the requestor will receive instructions on how to connect utilizing remote access.
- D. All users must adhere to the Agency's Internet and E-mail Use Policy http://csosaweb/Directives/policies/Internet_policy_07_18_01.pdf when accessing the internal network remotely.